



DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LT. GOVERNOR

MARY ELIZABETH HEFFERNAN
SECRETARY

The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Department of Fire Services

P.O. Box 1025 ~ State Road

Stow, Massachusetts 01775

(978) 567~3100 Fax: (978) 567~3121

www.mass.gov/dfs



STEPHEN D. COAN
STATE FIRE MARSHAL

MEMORANDUM

TO: Heads of Fire Departments

FROM: Stephen D. Coan
State Fire Marshal

DATE: January 1, 2011

SUBJECT: Services Available through On-Site Academy

I am pleased to announce that included in this year's Department of Fire Services' budget is funding to provide Residential and Peer Support for Critical Incident Stress Management through the On-Site Academy in Gardner. Under the umbrella of DFS, the On-Site Academy will provide specialized residential care with a return to duty focus for high intensity, urgent cases where a firefighter may be at risk. The program will be funded by DFS and will include residential and outpatient trauma and addiction services.

The On-Site Academy is a non-profit residential treatment and training center for critical incident stress management, serving emergency service workers who are in distress. The On-Site Academy program is for all public safety personnel and will provide support and care to any firefighters in the Commonwealth who are temporarily overwhelmed by the stress of their jobs, what they have seen, and what they have been through.

In addition to providing 24-hour-a-day, 7-day-a-week services, which include crisis intervention, residential stabilization, treatment for job related critical and traumatic incidents, and addiction, DFS will coordinate with the On-Site Academy to provide education outreach to the fire chiefs and the fire service.

Administrative Services • Division of Fire Safety
Hazardous Materials Response • Massachusetts Firefighting Academy

The fire service has long recognized the value and importance of CISM in helping our firefighters stay healthy and productive in their profession. Effective preventative stress management of the first responder is important and DFS is pleased to be able to help provide this service.

See the accompanying flyer with information on how to contact the On-Site Academy. If you have any questions, contact Kevin Partridge from DFS at 978-567-3179 or Kevin.Partridge@state.ma.us.

SDC/bhs

Services

24x7 Residential

Treatments for: crisis intervention, stabilization, critical/ traumatic incidents, addictions, step-down from hospital level of care

Outreach & Education

Available to Fire Chiefs Association of Massachusetts (FCAM), district chiefs, department meetings, & upon request, multi-jurisdictional groups

Consultation

To include recruit, call & volunteer programs, field programs, coordinators & individual instructors

Residential Support for CISM Teams

Coordination for CISM teams to accommodate residential treatment need when debriefings aren't enough

Contact:

Arianna Setzco, Coordinator

On-Site Academy

(978) 874-0177

On-Call Emergency pager

(781) 553-0542

During normal business hours:

Central Office

(978) 632-3518

Windy Hill Farm

(978) 874-0177



Windy Hill Farm

The On-Site Academy

A non-profit treatment and training center for first responders and their families

You Matter, You Count



Windy Hill Farm

Short term, intensive residential treatment center for rescue personnel. The On-Site Academy provides services to those who may be temporarily overwhelmed by the stress of their job, suffering from work-related cumulative or delayed critical incident stress, or experiencing an acute, transient reaction to a "critical incident."

Department of Fire Services

For more information, visit us @

www.onsiteacademy.org



On-Site Academy - What is it?

Specialized residential care with a return to duty focus:

- ✓ 5-day program, 1-3 day intensive intervention, or extended care program
- ✓ Treatment and training center for first responders and their families
- ✓ Clinically guided, peer driven

Programs available:

- ✓ Residential (5-day)
- ✓ Extended Care (30-90 days)
- ✓ Intensive Intervention
- ✓ Returning Combat Veterans
 - (RESTORE)
- ✓ Sexual Assault Survivors Retreat
- ✓ Widows/ Widowers in Need of
 - Grief Support (W.I.N.G.S) Retreat
- ✓ Limited Out Service Appointments

Other trainings offered:

- ✓ Understanding & Managing Reactions to Combat & the Job
- ✓ CISM Group, Peer and Advanced
- ✓ Strategic Planning for Disasters

- ✓ Anger Management
- ✓ Trauma and Addictions
- ✓ Staff Wellness: Before, During & After a Disaster

How can it help you?

Residential and out-service trauma and addiction services for first responders who are:

- ✓ Temporarily overwhelmed by job-related stress, exposure to traumatic or “critical” incidents
- ✓ Experiencing family/ relationship problems, or at risk for marital breakup
- ✓ Untreated substance abuse and related behavioral issues. Clients must be fully detoxed or medically cleared before admission
- ✓ Returning from military service and/ or combat and experiencing reintegration or adjustment difficulties

Who is eligible for services?

- ✓ First responders
- ✓ Immediate families of first responders

Where is it?

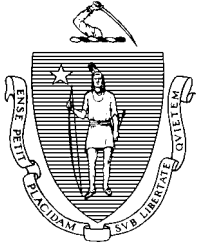
Two locations serving those in need:

- ✓ Central Office
Gardner, MA
- ✓ Windy Hill Farm
Westminster, MA



What are the costs?

- ✓ On-Site Academy is a non-profit treatment and training center for first responders and their families, and as such, its programs are available at reduced cost



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STEPHEN D. COAN
STATE FIRE MARSHAL

MEMORANDUM

TO: Heads of Fire Departments

FROM: Stephen D. Coan
State Fire Marshal

DATE: January 1, 2011

SUBJECT: **Prohibited Use of Antifreeze in Certain Fire Sprinkler Systems**

This advisory is issued to make you aware that antifreeze is no longer allowed for use in the portions of fire sprinkler systems protecting residential areas and sleeping units, effective for work under building permits issued on or after 11/19/2010. The concern is for the combustibility of antifreeze solutions, commonly used in fire sprinkler systems under certain conditions.

Code Change

The Board of Building Regulations and Standards (BBRS) approved an emergency amendment to Sections 903.3.1 and 5313.5 in the Massachusetts State Building Code (780 CMR), effective 11/19/2010, that prohibits the use of antifreeze in the portion of newly installed fire sprinkler system installations that protect *dwelling units*, as defined in NFPA 13.

780 CMR Base Building Code (7th & 8th edition) – new provision

“903.3.1.4 Antifreeze. Antifreeze shall not be used in sprinkler systems that protect dwelling units, as defined by NFPA 13, NFPA 13R and NFPA 13D.

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Such sprinkler systems shall be located within the building thermal envelope or otherwise be protected from freezing.”

780 CMR One & Two-Family Building Code (7th edition) – new provision

“5313.5.2 Antifreeze. Antifreeze shall not be used in sprinkler systems that protect dwelling units, as defined by NFPA 13, NFPA 13R and NFPA 13D. Such sprinkler systems shall be located within the building thermal envelope or otherwise be protected from freezing.”

NFPA 13-2007 defines a *dwelling unit* as:

“One or more rooms arranged for the use of one or more individuals living together, as in a single housekeeping unit normally having cooking, living, sanitary, and sleeping facilities. For purposes of this standard, dwelling unit includes hotel rooms, dormitory rooms, apartments, condominiums, sleeping rooms in nursing homes, and similar living units.”

My Office will advise of any changes that occur to these code provisions as they are finalized.

Background

Propylene Glycol and Glycerine, two common antifreeze chemicals used in fire sprinkler systems, are combustible liquids in their pure state. It was previously assumed that when these antifreezes are mixed in solution with water, as is intended by the NFPA installation standards, that the resulting solution was noncombustible. Unfortunately, three recent incidents have been reported to have occurred where high concentrations of antifreeze in sprinkler discharge, in contact with a heat source, has resulted in injury and one death. The intent of the emergency changes is to address dwelling units, where life safety of building occupants is the primary concern, and tenability of a space where a fire starts must be preserved during the onset of the fire.

New installations

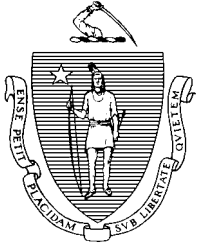
As a result of the referenced incidents and preliminary research, NFPA issued Tentative Interim Amendments (TIA's) to the 2010 editions of NFPA 13, NFPA 13R and NFPA 13D. Since 780 CMR does not reference the 2010 editions of the NFPA sprinkler standards, 780 CMR has been amended for new installations. The new language added to 780 CMR is consistent with the NFPA TIA's.

Existing installations

NFPA 13, NFPA 13R, and NFPA 13D are installation standards and do not currently address the concern of antifreeze in existing systems. To-date, industry leaders have done limited research into the combustibility of antifreeze solutions typically used in fire sprinkler systems, and the NFPA Technical Committees responsible for the NFPA sprinkler standards continue to work on solutions to these concerns. A complete ban on antifreeze is appropriate for new systems protecting dwelling units during the research phase due to the fact that there are cost effective construction techniques and alternative system arrangements to protect against freezing. Some existing systems cannot be easily retrofitted or redesigned so as to avoid the need for antifreeze, so conclusive research is needed before requiring system owners to bear any expenses. Additional advisories will be issued as necessary.

Fire data continues to show the benefit of residential fire sprinkler systems to life safety. Shutting down residential fire sprinkler systems to address these concerns should not be considered an option.

If there are any questions please contact either: Dana Haagensen (North of the Mass. Pike) at 978-567-3376 or Jacob Nunnemacher (South of the Mass. Pike) at 978-567-3377.



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STEPHEN D. COAN
STATE FIRE MARSHAL

MEMORANDUM

TO: Heads of Fire Departments

FROM: Stephen D. Coan
State Fire Marshal

DATE: January 1, 2011

SUBJECT: Massachusetts Firefighter Service Award Nominations

The Fire Service Commission and the Department of Fire Services would like to thank the Fire Service Community for their participation in the Massachusetts Firefighter Service Award Program. This award is available to any Massachusetts firefighter who has served for any period of time totaling 20 or more years, in five year increments, i.e., (20, 25, 30, etc.). This length-of-service award is available to call, career and volunteer members of your department who meet the applicable criteria for their respective award. Please find enclosed the Firefighter Service Award Package, which includes the following:

1. Nomination form
2. Appeal for reconsideration form
3. Criteria for nomination of call, career or volunteer firefighters;
4. V.H. Blackinton & Co., Inc. order form for insignia (**order direct from your local dealer**).

The nomination forms should be filled out and returned to **Sally Wyrobek at The Department of Fire Services, Western Mass. Office, P.O. Box 389, One Prince Street, Northampton, Massachusetts 01060-0389.** Upon review and acceptance of your nomination form, a certificate in the name of the nominee will be returned to you so that you may sign and award it, along with the service pin (**ordered at your cost directly from your local Blackinton dealer**) to the nominee. This award will be signed by the Chairman of the Fire Service Commission as well as the State Fire Marshal. It is our suggestion that the service pin be worn on the right side of the uniform, above the pocket flap on the dress uniform shirt, and in the corresponding location on the dress blouse or uniform jacket.

Any general questions involving this award should be directed to Sally Wyrobek at (413) 587-3181 x200 as all forms and certificates will be processed by the Department of Fire Services. In closing, we would like to thank you in advance for your cooperation in ensuring the success of this very worthwhile recognition award.

Recipients can be viewed on our website at <http://db.state.ma.us/dfs/mfsa/search.asp>

Encs.

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Hazardous Materials Response • Massachusetts Firefighting Academy

Massachusetts Firefighter Service Award

Nomination Form

(Please print or type)

Name of Fire Department _____

Head of Fire Department _____

Name of Nominee _____
Rank First Name Middle Initial Last Name

Nominated for: (check one)

- ☐ Massachusetts Call Firefighter Service Award
- ☐ Massachusetts Career Firefighter Service Award
- ☐ Massachusetts Volunteer Firefighter Service Award

Total Years of Service _____ years

I, _____ as head of the _____

Fire Department hereby certify that the above named individual is a member in good standing and is qualified by virtue of length of service as provided for in the Massachusetts Firefighter Service Award Criteria.

Date

Signature

- *Please reproduce this blank form and use one form for each nominee.*
- *Please send completed form to: Sally Wyrobek, Department of Fire Services, Western Massachusetts Office, P. O. Box 389 – One Prince Street, Northampton, MA 01060-0389*

Criteria for Massachusetts Firefighter Service Award

Below is the criteria to be applied by the head of the fire department wishing to nominate any firefighter (call, career, volunteer) for a length of service award. Please review all criteria carefully before submitting nomination for consideration. All nominees must have 20 or more years of service in Massachusetts or out-of-state (given in five-year increments) and be a member in good standing as a call, career or volunteer firefighter.

Massachusetts Call Firefighter Award

Service may include:

- Call firefighter service in one or more departments.
- Prior service as a volunteer or career firefighter in the same or any other department.

Massachusetts Career Firefighter Award

Service may include:

- Prior service as volunteer or call firefighter in the same department.
- Prior service as a career firefighter in any other fire department.

Massachusetts Volunteer Firefighter Award

Service may include:

- Volunteer or call firefighter service in one or more department(s).
- Prior service as a call or career firefighter in the same or any other department.

This length of service award may not include years served as an auxiliary or military firefighter and is applicable only to active Massachusetts firefighters. All information used in applying the above criteria is subject to verification and approval by the current head of the fire department. Any firefighter aggrieved by the decision of the chief may submit an appeal for reconsideration form.

Note: No person convicted of any felony crime in any state or under the laws of any country shall be eligible for the Massachusetts Firefighter Service Award.

MASSACHUSETTS FIREFIGHTER AWARD FORM

ALL ORDERS MUST BE FORWARDED TO A PARTICIPAING AUTHORIZED BLACKINTON DEALER ONLY

ORDER FROM:

SEND ORDER TO:

FIRE DEPT. NAME _____

**PARTICIPATING
DEALER NAME:** _____

STREET: _____

STREET: _____

TOWN/STATE/ZIP: _____

TOWN/STATE/ZIP: _____

CONTACT PERSON: _____

PRICE PER AWARD - \$14.00
(plus shipping)

TELEPHONE: _____

FOR DEALER USE ONLY

BLACKINTON DEALER # _____

BILL TO:

FOR DEALER USE ONLY

SHIP TO:

MASSACHUSETTS CALL FIREFIGHTER AWARD				MASSACHUSETTS CAREER FIREFIGHTER AWARD				MASSACHUSETTS VOLUNTEER FIREFIGHTER AWARD			
<i>DIE#</i>	<i>YRS.</i>	<i>FINISH</i>	<i>QTY.</i>	<i>DIE#</i>	<i>YRS.</i>	<i>FINISH</i>	<i>QTY</i>	<i>DIE#</i>	<i>YRS.</i>	<i>FINISH</i>	<i>QTY.</i>
A9846	20	GOLD		A9847	20	GOLD		A9848	20	GOLD	
	20	SILVER			20	SILVER			20	SILVER	
A9846A	25	GOLD		A9847A	25	GOLD		A9848A	25	GOLD	
	25	SILVER			25	SILVER			25	SILVER	
A9846B	30	GOLD		A9847B	30	GOLD		A9848B	30	GOLD	
	30	SILVER			30	SILVER			30	SILVER	
A9846C	35	GOLD		A9847C	35	GOLD		A9848C	35	GOLD	
	35	SILVER			35	SILVER			35	SILVER	
A9846D	40	GOLD		A9847D	40	GOLD		A9848D	40	GOLD	
	40	SILVER			40	SILVER			40	SILVER	
A9846E	45	GOLD		A9847E	45	GOLD		A9848E	45	GOLD	
	45	SILVER			45	SILVER			45	SILVER	

Appeal for Reconsideration

I, _____, a firefighter on the _____ Fire Department hereby appeal the decision of _____, head of the department, in failing to submit my name as nominee for the Massachusetts Firefighter Service Award based upon ____ years of service as a ☐ Call, ☐ Career, ☐ Volunteer, Massachusetts firefighter (attach statement as necessary).

Date

Firefighter

I, _____, head of the _____ Fire Department certify that I have reviewed the criteria for the Massachusetts Firefighter Service Award and in my opinion the above named firefighter is not qualified based upon years of service for the following reason(s):

Date

Head of Fire Department

Please submit this form along with any attachments to Sally Wyrobek, Department of Fire Services, Western Mass. Office, P.O. Box 389, One Prince Street, Northampton, Massachusetts, 01060-0389

Note: Reconsideration for denial of the Massachusetts Firefighter Service Award is limited solely to issues of length or service as provided in the criteria for respective award, i.e., call, career or volunteer.

Structural Firefighting Practices

This course is designed to provide firefighters with hands-on practice in basic live firefighting skills. Utilizing a specially built live fire training structure, the firefighter will perform both direct and indirect methods of attack. Nozzle theory will be discussed and demonstrated and the student will be introduced to methods of hose handling as well. Fireground safety procedures are detailed and followed throughout the session. Students are required to bring a full set of NFPA Standard compliant protective clothing to the session.



Prerequisites: All students who attend this program must have previously completed minimum training as required by the Massachusetts Firefighting Academy's Live Burn Policy.

Course Number: 200-166-290 Session A	Course Number: 200-166-290 Session B	Course Number: 200-166-290 Session C
Date: March 5, 2011	Date: March 27, 2011	Date: May 1, 2011
Time: 0800-1600	Time: 0800-1600	Time: 0800-1600
Location: DFS / MFA State Road Stow, MA	Location: DFS / MFA State Road Stow, MA	Location: DFS / MFA State Road Stow, MA

THIS IS A PRIORITY SELECTION COURSE. All applicants will be responded to in writing.

Please complete a standard DFS / MFA student application.

Mail to: Registrar
Massachusetts Firefighting Academy
State Road, P.O. Box 1025, Stow, MA 01775
(978) 567-3200

Or Fax it to:
(978) 567-3229



Department of Fire Services / Massachusetts Firefighting Academy

***** Register Early! *****



FIRE PREVENTION FEBRUARY SCHEDULE 2011 CMR 2 – FIREWORKS



The Board of Fire Prevention and Regulations recently adopted an updated version of CMR 2 to include new NFPA referenced standards 1123, 1124 and 1126. This training will review the updated standards, as well as changes made to 527 CMR 2.

List of Dates	Locations
Course #: 200-000-679-E Date: February 1, 2011 Time: 1300-1600 Location: Topsfield Fairgrounds	Topsfield Fairgrounds, Coolidge Hall 207 Boston Street (US 1 North), Topsfield, MA
Course #: 200-000-679-F Date: February 10, 2011 Time: 1900-2200 Location: Great Barrington Fire Department	Great Barrington Fire Department 37 State road, Great Barrington, MA
Course #: 200-000-679-A Date: February 15, 2011 Time: 1300-1600 Location: Bourne Fire Department	Bourne Fire Department 51 Meeting House Lane, Sagamore Beach, MA
Course #: 200-000-679-B Date: February 17, 2011 Time: 1300-1600 Location: Department of Fire Services	Department of Fire Services State Road, Stow, MA
Course #: 200-000-679-C Date: February 17, 2011 Time: 1900-2200 Location: Department of Fire Services	Department of Fire Services State Road, Stow, MA
Course #: 200-000-679-D Date: February 22, 2011 Time: 1300-1600 Location: South Deerfield Fire Department	South Deerfield Fire Department 84 Greenfield Road, South Deerfield, MA

***Please complete a standard DFS / MFA student application or register online at
www.mass.gov/dfs***

Mail to: Registrar
Massachusetts Firefighting Academy
State Road, P.O. Box 1025, Stow, MA 01775
(978) 567-3200

Or Fax to:
(978) 567-3229

Training for March: 527 CMR 13 – Blasting Detail Orientation

(Please wait for the February DFS Briefs at www.mass.gov/dfs for scheduled dates and times)



Department of Fire Services / Division of Fire Safety – Code Enforcement Training



National Fire Academy Programs

Juvenile Firesetter Intervention Specialist I – (JFIS I) (F/W626)

Students will be introduced to the NFPA 1035, Juvenile Firesetter Intervention Specialist I Professional Standard. The individual will learn to conduct an interview with firesetters and their families using prepared forms and guidelines. Based on recommended practice, students may determine the need for referral for counseling and/or implement educational intervention strategies to mitigate effects of firesetting behavior.

The goal of the course is to provide the skills and tools necessary to become a Juvenile Firesetter Intervention Specialist I. The class will address the NFPA 1035, Juvenile Firesetter Intervention Specialist I, including Introduction, Primary Prevention, Identification and Intake, Who Sets Fires and Why, and Interviewing and Intervention Strategies.

Prerequisites: Individuals who have responsibilities related to juvenile firesetting intervention, interviewing, and prevention. The target audience includes practitioners who interact with children who are involved in firesetting and/or arson behavior and their families. In addition to the fire service, professionals from a myriad of fields including mental health, law enforcement, education, counseling services, and social services can benefit from this training.

Course Number: 200-030-NA1

Date: January 31 & February 1, 2011

Time: 0830 - 1700

Location: Department of Fire Services /
Massachusetts Firefighting Academy
State Road, Stow, MA

Application Process: Please complete the National Fire Academy Form 119-25-2
(Web Site: usfa.dhs.gov). No later than January 10, 2011 at 1700

Mail to: Registrar
Massachusetts Firefighting Academy
State Road, P.O. Box 1025, Stow, MA 01775

Or Fax it to:
(978) 567-3229



National Fire Academy Programs

Juvenile Firesetter Intervention Specialist II – (JFIS II) (F/W627)

Students will be introduced to the NFPA 1035, Juvenile Firesetter Intervention Specialist II Professional Standard. The individual will learn to develop and coordinate a child firesetting intervention program and the activities of a Juvenile Firesetter Intervention Specialist. The course develops skills in interviewing and assessment, program development, implementation, and evaluation.

The goal of the course is to provide the skills and tools necessary to become a Juvenile Firesetter Intervention Specialist II. The class will address the NFPA 1035, Juvenile Firesetter Intervention Specialist II including Identification and Intake, Coalition Building Support and Management, Budget and Funding, Development of a Juvenile Handbook, Resource Directory, Database, and Program Evaluation.

Prerequisites: Individuals who have or will have responsibilities related to the management and/or coordination of a juvenile firesetting intervention program.

Course Number: 200-030-NA2

Date: February 2 & 3, 2011

Time: 0830 - 1700

Location: Department of Fire Services /
Massachusetts Firefighting Academy
State Road
Stow, MA

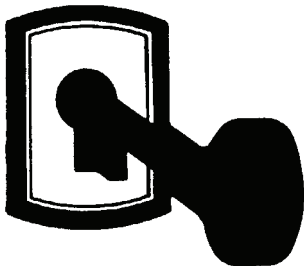
Application Process: Please complete the National Fire Academy Form 119-25-2
(Web Site: usfa.dhs.gov). No later than January 12, 2011 at 1700

Mail to: Registrar
Massachusetts Firefighting Academy
State Road, P.O. Box 1025, Stow, MA 01775

Or Fax it to:
(978) 567-3229

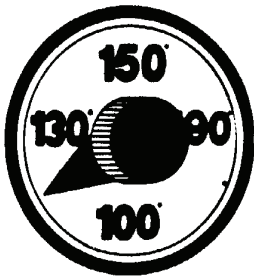
PREVENT BURNS!

Lock up dangerous items. Keep out of children's reach. **Fire kills. Fire can hurt for life.**



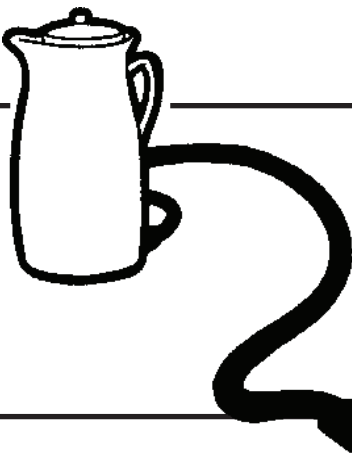
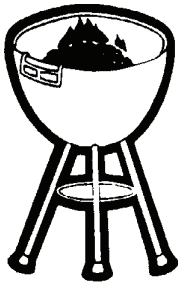
Keep hot liquids out of reach of children.

Turn **down** water heater to less than 130°. Higher temperatures can cause third degree burns (the worst) in two seconds!



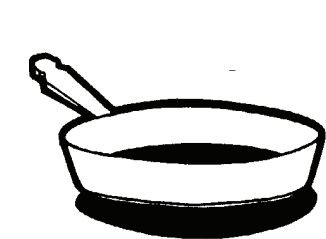
Stay away from burner or flame. Don't wear loose clothing near fire.

Keep children away from stoves, outdoor grills, campfires, and fireplaces.



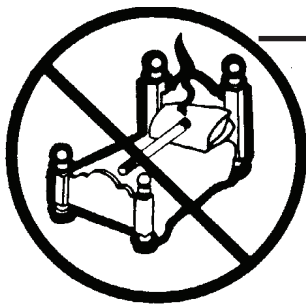
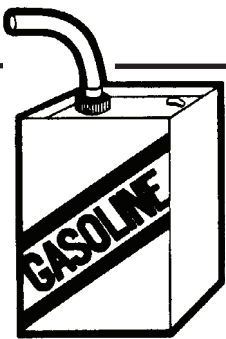
Don't let appliance cords dangle where children can reach them.

Always turn off an iron when it's unattended.



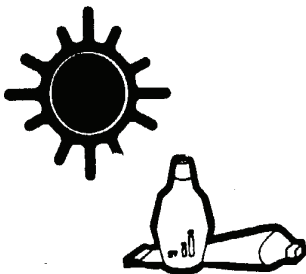
Turn pot handles toward the back of the stove.

Never use gasoline to start a fire. Use starter fluid with care.



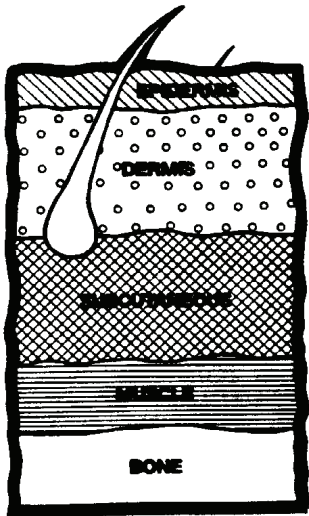
Never smoke in bed.

Protect your skin from the sun. Use tanning products with a high SPF rating.



KINDS OF BURNS

FIRST DEGREE: Epidermis (top layer of skin) is damaged. Skin is red and may swell. Victim feels pressure and pain.



SECOND DEGREE: Epidermis and dermis (second layer of skin) damaged. Blistering may occur.

THIRD DEGREE: Epidermis, dermis, and nerve endings destroyed. Victim may or may not

feel pain. Skin is discolored (white, brown, black or red) and leathery in texture. Muscle, fat, and bone may also be destroyed.

Please contact the Burn Center for permission to reproduce any part of this brochure.

Office of the State Fire Marshal
Department of Fire Services
P.O. Box 1025
Stow, MA 01775
www.mass.gov/dfs

The Burn Center
Hennepin County Medical Center
701 Park Avenue
Minneapolis, Minnesota 55415
612-873-3000

Reprinted with permission from:

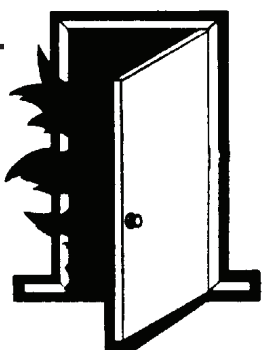


BURN SAFETY

National Burn
Awareness Week
February 6-12, 2011

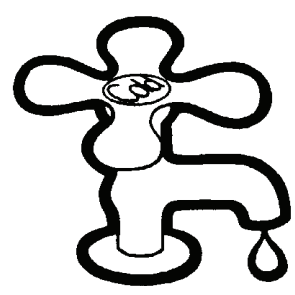
FIRST AID FOR BURNS

Stop, drop and roll!



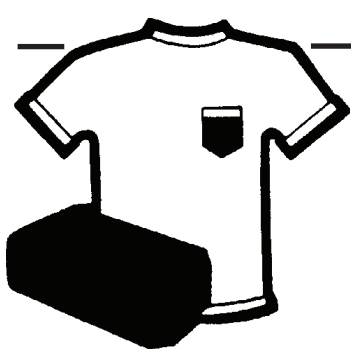
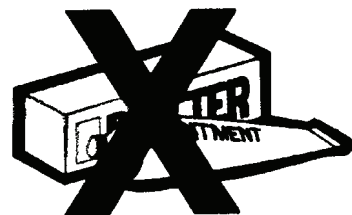
Remove victim
from area of
danger.

Call 911
immediately.



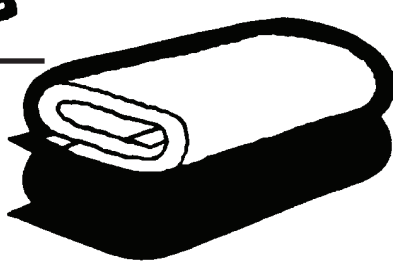
Cool burn area
with cold water.
Continuously flush
a chemical burn.

Never put
grease, butter,
or ointment on
a burn.



Don't remove
clothing from the
burn.

Cover burn
with clean
sheet or
towel.



Fire Safety Cigarette Coordinator

Program Coordinator III

Agency Name:	Dept. of Fire Services
Official Title:	Program Coordinator III
Functional Title:	Fire Safety Cigarette Coordinator
Occupational Group:	Office & Program Admin
Position Type:	Civil Service
Full-Time or Part-Time:	Full-Time
Salary Range:	\$48,797.32 to \$70,744.70 Annually
Bargaining Unit:	06
Shift:	Day
Confidential:	No
Number Of Vacancies:	1
City/Town:	Stow
Region:	CENTRAL
Facility Location:	P.O. Box 1025 - State Road, Stow, MA 01775
Application Deadline:	01-12-2011
Apply Online:	No
Posting ID:	J23980

This position is funded from trust funds collected from various sources.

Duties:

Provides day-to-day assistance to the Director of Emergency Response and Homeland Security in managing the programmatic operations and special projects of the Fire Safety Cigarette Program and The Department of Fire Services. Supervises and coordinates all activities of the Administration Branch of Emergency Response and Homeland Security, including acting as the registrar, preparing and maintaining the budget, managing goals and objectives, assisting the Director in strategic planning and marketing, representing the department at meetings, supervising administrative staff, acting as the IT coordinator and performing related work as required. . Has working knowledge and understand of 501 CMR 14, and M.G.L. c. 64C, § 2C-2F inclusive.

Duties and Responsibilities:

1. Provide advanced project management, which involves planning and implementation of fire safety cigarette program.
2. Maintaining accuracy and operation of the licensing automated data base and file system, preparing and submitting administrative documentation, including time reporting, case files, licenses, activity reports and all other reports as required to maintain the accuracy of the program.
3. Interact directly with the manufacturers, businesses, and other regulatory and constituents regarding all aspects of fire safety and prevention related to the legislation.

4. Work with senior staff on development and recommendations to policies and procedural changes.
5. Provide advice on strategic, confidential and tactical matters and act as a sounding board for the Homeland Security Division.
6. Performs technical writing in the form of reports and informational fire prevention materials to be distributed. Work involves technical assistance to program staff, governmental agencies, community organizations or the general public.
7. Coordinate assignments across divisions at DFS, as well as other departments; compiling, tracking, and analyzing data dealing with complex problems and unanticipated situations and drawing conclusions and making recommendations.
8. Review, draft, edit and finalize issue papers, proposals, reports and correspondence for the division, including classified material; and coordinate the preparation of briefing materials for special projects and initiatives.
9. Develop procedures, policies and systems for internal controls.
10. Prepares and manages the Homeland Security Division budget/plan, including maintaining division budget documents and publishing regular reports for all branches; preparing monthly division budget reports for the Directors and others; tracks and approves the division's expenditures on personnel, materials and equipment; sends invoices, bills and billing information to the fiscal office; participates on Procurement Management Teams (PMT's); writes grant proposals, specs and participates in the awarding of bids for the division and DFS and alerts the Director to fiscal trends in discretionary and non-discretionary expenditures (payroll, course costs etc.) in order to avoid over or under expending allocated funds.
11. Manage executive office fiscal, human resources issues.
12. Perform related work, such as scheduling travel and meetings, screening calls and correspondence and directing such to the appropriate staff for replies, and maintaining records and files of a highly confidential or classified nature.
13. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.
14. Performs other duties as assigned.

Qualifications:

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required (A) experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) experience.*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required (A) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitutions will be permitted for the required (B) experience.

SPECIAL REQUIREMENTS: Based on assignment, possession of a current and valid Massachusetts Class D Motor Vehicle Operator's license may be required.

Preferred Qualifications:

1. Knowledge of the principles of business/public administration and management.
2. Knowledge of the principles and practices of human resource management including behavioral techniques, planning, forecasting, organizational development, etc.
3. Knowledge of work simplification methods.
4. Knowledge of methods used in the preparation of charts, graphs and tables.
5. Knowledge of the methods of report writing.
6. Knowledge of the principles, practices and techniques of supervision.
7. Ability to understand, explain and apply the laws, rules, regulations and guidelines, policies, procedures etc governing the agency.
8. Ability to analyze and determine the applicability of data, draw conclusions and make appropriate recommendations.
9. Ability to gather information by researching on the internet, contacting other jurisdictions or professional organizations and examining records and files.
10. Ability to assemble information in accordance with established procedures.

How To Apply:

Mail cover letter and resume to:

Yolanda Rosario, Director of Personnel and Payroll
Department of Fire Services
P.O. Box 1025 - State Road
Stow, MA 01775

Please submit 2 copies of cover letter and resume and include an email address on all correspondences. Faxed, emailed, or late resume will not be considered.

Agency Web Address:

<http://www.mass.gov/dfs>

Diversity Officer:

Mrs. Maribel Fournier (978) 567-3140

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.